

**MAIL MANAGEMENT BULLETIN**  
**FY 2014**  
**January 14 – February 14**

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Welcome to the NOAA/USPS mailing and shipping bulletin! The home of new and exciting postal information!

Happy New Year! A new season, a new start, everything about you is brand new so you can make this the best year ever!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

**It is important that you read the information provided in this bulletin. The mail bulletin provides most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.**

You are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it. It would be appreciated if you would pass this information along and notify us of anyone you know who is responsible for mail and is not receiving this bulletin.

**POSTAGE METERS**

**Postage Meter Information**

**“I can't get rid of it”**

Has your location decided to use stamps, or a Franco Postalia (FP) meter and you are having problems returning the Pitney Bowes meter? If you have made two or more attempts to have it picked up you can email this information to Rita Argueta at [rita.e.argueta@noaa.gov](mailto:rita.e.argueta@noaa.gov) or Floyd Creecy at [floyd.creecy@noaa.gov](mailto:floyd.creecy@noaa.gov). for assistance. We appreciate your prompt attention to this and taking the time to keep us informed.

## NOAA Mail Services Guide

### “Stay Informed”

The [NOAA Mail Services Guide](#) (for NOAA headquarters) is now available on the [NOAA Mail Management](#) website. This guide is used for the NOAA headquarters mail management office in Silver Spring, Maryland. You are welcomed to use this guide as a springboard in developing a guide for your respective location if you feel one is needed.

The guide has pertinent information such as mail delivery/pick-up schedules, personal mail policy, classes of mail, and much more mailing information.

## **USPS NEWS & UPDATES**

### Safety and Security

#### “Myths about Mail Security”

##### **Myth #4 – Mail Screening equipment screens for all toxins or threats.**

An x-ray machine itself cannot detect gas, poisons, hidden knives or disassembled guns. The machine only produces images. Therefore the machine requires a well-trained operator to interpret the images and recognize the threat. A chemical/biological sniffer is only effective if suspicious mail is detected and tested by a person. Many different machines are required to detect every form of threat, but most importantly well-trained people are essential throughout the entire process.

[Publication 166, Guide to Mail Center Security](#), is a great source for understanding, accessing, and preventing threats. A PDF publication version of the USPS Guide to Mail Center Security is also available, <http://about.usps.com/publications/pub166.pdf>.

## **MAILING AND SHIPPING**

### Mailing

#### “PENALTY MAIL”

The NOAA Official Mail Account that supports penalty mail has been closed. Please DO NOT ATTEMPT TO USE A PENALTY MAIL STAMP OR A PENALTY MAIL ENVELOPE. Please destroy all penalty stamps or envelope stock piles as they are obsolete.

Please be reminded to contact the NOAA Mail Management team if you are considering any type of permit mail usage or have questions.

## Shipping

### “New USPS Pricing Implementation”

The new increase approved for the USPS will go into effect on January 26, 2014. Any location using a postage meter must download the rates to the meter. If the new rates are not downloaded any mail processed will have the incorrect postage applied. The new rates can be downloaded using the same procedure to download funds **except** you will not download funds only the rates if funds are not needed. The new rates will be available the week before the implementation. You may view the new prices by going to link: [pe.usps.com](http://pe.usps.com) there you will locate the information under the “January 2014 Price Change Information” header.

If your location has a FP postage meter, rate cards will be sent to your location. Once received you will insert the new card and follow the directions to download the funds.

If your location has a Pitney Bowes postage meter go to the following link:

[http://support.pb.com/ekip/index?page=rate\\_change&type=instructions](http://support.pb.com/ekip/index?page=rate_change&type=instructions) find your model click on it and follow the directions.

### “Understanding the Intelligent Mail package barcode (IMpb)”

Effective January 26, 2015, the USPS is proposing to revise Mailing Standards to require the use of the Intelligent Mail package barcode (IMpb) on all commercial parcels, and to require the transmission of supporting electronic documentation including piece-level address or ZIP+4 code information. All the requirements for the IMpb will be downloaded to meters along with the rates.

What does the USPS consider a commercial parcel? This includes mail pieces with postage paid by permit imprint, postage meter, PC postage or precanceled stamps, and would include pieces paying postage through the Official Mail Accounting System (OMAS) and franked mail. All parcels mailed at Commercial Base Pricing or Commercial Plus Pricing will also be required to bear an IMpb.

#### What does the Intelligent Mail package barcode do and what are its benefits?

- Allows the USPS to track packages much like private carriers (FedEx, UPS).
- Positions the USPS as a parcel carrier.
- A barcode on every package facilitates full end to end tracking
- Provides the mailers with package tracking information while the parcel is in the USPS system; mailers know when to expect delivery.

## **Mail Management**

### **Information**

#### **“For your Reference”**

All past and future mail bulletins as well as mail management guidance is posted on the Mail Management website at:

[http://www.corporateservices.noaa.gov/facmd/logistics\\_management/mail\\_management/](http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/)

#### **“Your Mail Management Team”**

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